

~~CONFIDENTIAL~~

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Central Intelligence Agency

2. MAJOR SUBDIVISION  
32-84

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 40 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
84/05/09		Agency Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	All PERMANENT items in this schedule are arranged chronologically and will be offered to NARS in 5 year blocks when national security considerations permit. FOIA(b)3 - 50 USC 403, Section 6 of the CIA Act of 1949		
1.	<u>Proposed or Rejected Projects That Do Not Warrant Further Investigation.</u>  DESTROY 5 years after cancellation of project.	NC1-263-77-13 Item 89b(CHANGE)	
2.	<u>Feasibility Studies on Word Processing, Data Processing, Copiers, Micrographics, and Communications.</u>  DESTROY when completed study is 5 years old.	NEW GRS 16-14	
THIS DOCUMENT IS CLASSIFIED CONFIDENTIAL IN THE AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/ FOR OFFICIAL USE ONLY EXCEPT AS MARKED		WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED	

115-107

DECL OADR BY SIGNER

~~CONFIDENTIAL~~

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

LEAVE BLANK	
JOB NO NC1-263-84-12	
DATE RECEIVED 6-07-84	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-28-86 Date	<i>Frank B. R.</i> Archivist of the United States

146 items

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<u>Personnel Files.</u>		
	<p><del>a.</del> Career Management supplemental personnel (soft) files.</p> <p>Upon transfer to another career jurisdiction, transfer file to gaining career office. Upon separation, screen and transfer essential material to official personnel folder (Item 8a below), hold remainder for 1 year, then DESTROY.</p> <p><del>b.</del> Consultant requirement review files.</p> <p>Cut off annually and DESTROY when no longer needed.</p> <p>c. Employee suggestion files.</p> <p>DESTROY when 1 year old.</p>	<p>NC1-263-77-13 Item 27 (No Change)</p> <p>NC1-263-77-13 Item 35 (No Change)</p> <p>NEW Deviates from GRS 1-12</p>	
4.	<u>Central Processing Files.</u>		
	<p><del>a.</del> PCS and TDY official travel and retiree relocation travel case files.</p> <p>DESTROY 6 years after file becomes inactive.</p> <p><del>b.</del> Contractor case files.</p> <p>DESTROY 6 years after completion of contract.</p> <p>c. Storage control cards.</p> <p>DESTROY upon final disposition of traveler's effects.</p> <p>d. Travel Operations Record, Form 1220b.</p> <p>Upon completion of processing, transfer to travel case file (Item 4a above).</p>	<p>NC1-263-77-13 Item 53a (CHANGE)</p> <p>GRS 9-1d</p> <p>NC1-263-77-13 Item 54 (CHANGE)</p> <p>GRS 9-1d</p> <p>NEW</p> <p>NC1-263-77-13 Item 53a (CHANGE)</p>	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 3/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p><del>e.</del> Accountable travel documents.</p> <p>Upon expiration, return to issuing agency.</p> <p><del>f.</del> Receipts for accountable travel documents returned to issuing agency.</p> <p>DESTROY 5 years after document is returned.</p> <p>g. Control records of all invitee, TDY, and PCS travel paid.</p> <p>DESTROY 6 months after audit.</p> <p>h. Domestic Air/Rail Reservations, Form 540, card control record.</p> <p>DESTROY when 6 months old.</p> <p>i. Employee Check Out Control Card, Form 1220c, for all overseas travel.</p> <p>DESTROY when 2 years old.</p> <p>j. Duplicates of Travel Order, Form 540.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each fiscal year.</p> <p>k. Duplicates of Record of Transportation, Form 260.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each fiscal year.</p> <p>l. Duplicates of bills of lading.</p> <p>DESTROY when 1 year old.</p>	<p>NC1-263-77-13 Item 53b (No Change)</p> <p>NC1-263-77-13 Item 53c (No Change)</p> <p>NC1-263-77-13 Item 53a (CHANGE)</p> <p>NC1-263-77-13 Item 53a (CHANGE)</p> <p>NC1-263-77-13 Item 53a (CHANGE)</p> <p>NEW</p> <p>NEW</p>	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 4/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<u>Financial Accounting Files.</u>  a. Component financial accounting files other than those included in Items 5b through 5f below.  DESTROY when 3 years old or no longer needed, whichever is sooner.  b. Copies of overseas medical claims, recruiters' invitee travel orders, and vouchers pertaining to internal operations and administration.  DESTROY 3 years after audit.  c. Imprest Fund.  DESTROY 3 years after audit.  d. Ledger account monthly reports.  DESTROY when superseded.  e. Cash Journal file.  DESTROY 1 year after cutoff. Cut off at end of each fiscal year.  f. Weekly computer listing of advance accounts for travel.  DESTROY when superseded.	NEW Deviates from GRS 7-1  NCI-263-77-13 Item 10 (CHANGE) Deviates from GRS 6-5b  NCI-263-77-13 Item 10 (CHANGE)  NEW  NCI-263-77-13 Item 10 (CHANGE)  NCI-263-77-13 Item 10 (CHANGE)	
6.	<u>Post Reports on Conditions at Overseas Posts. (C)</u>  DESTROY when revised, obsolete, or no longer needed for current reference.	NEW	



Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 5/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<u>FOIA/PA/EO Control Card Files.</u>  DESTROY 5 years after date of last entry.	NC1-263-77-13 Item 93a (No Change) GRS 14-18a, GRS 14-28a	
8.	<u>Central Personnel Files.</u>  a. Official Personnel Folders file.  DESTROY 75 years after birth date of employee or 60 years after date of earliest document in folder if birthdate of employee cannot be ascertained, provided employee has been separated or retired for at least 5 years. If employment record includes a portion documenting other than Agency federal service, transfer that portion to the National Personnel Records Center in St. Louis, Mo.  b. Service Record Cards (SF-7) file.  DESTROY when no longer needed for reference.  c. Card control records maintained on all current and separated Agency employees.  DESTROY when no longer needed for reference.  d. Annual alphabetical computer listing of separated employees' official folders transferred to the Agency Archives and Records Center.  DESTROY when superseded.  e. Personnel actions files.  (1) Form 1152a, Multiple Request for Personnel Action, with approving officers signature.  DESTROY when 10 years old.	NC1-263-77-13 Items 20a & 25b (No Change) GRS 1-1b(2)  NC1-263-77-13 Item 26 (No Change) Deviates from GRS 1-2b  NC1-263-77-13 Item 30b (CHANGE)  NC1-263-77-13 Item 30a (CHANGE)  NC1-263-77-13 Item 63a (CHANGE)	

~~CONFIDENTIAL~~

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

6/40

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8e.	<p>(2) Listings used to transmit copies of Form 1150, Notification of Personnel Action, on new EOD's to the Office of Finance and the Insurance Branch.</p> <p>DESTROY when 6 months old.</p>	NC1-263-77-13 Item 63b	(No Change)
	<p>(3) Duplicates of Form 1150, Notification of Personnel Action, used for follow-up for return to duty or resignation.</p> <p>DESTROY 1 year after employee has returned to duty or resigned.</p>	NC1-263-77-13 Item 4b	(No Change)
	<p>(4) Exit processing cards.</p> <p>DESTROY 1 year after becoming inactive.</p>	NC1-263-77-13 Item 64c	(CHANGE)
	<p>(5) Within Grade Increase (WGI) suspense.</p> <p>Transfer Form 560 to the Office of Finance one week prior to effective date of WGI. DESTROY listing 6 months thereafter.</p>	NC1-263-77-13 Item 62	(No Change)
	<p>(6) Daily audits of all personnel actions processed.</p> <p>DESTROY when 1 month old.</p>	NC1-263-77-13 Item 63c Item 63d	(No Change) (CHANGE)
	<p>(7) Monthly computer listing reports of the Performance Appraisal Report system.</p> <p>DESTROY when 3 months old.</p>	NEW	
	<p>(8) Central Emergency Locator Record System control cards of daily transactions used to update the computer file.</p> <p>DESTROY 1 month after transactions are verified.</p>	NEW	

~~CONFIDENTIAL~~

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 7/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8e.	(9) Monthly computer listing of the cumulative report on the Combined Staff and Contract personnel.  DESTROY when superseded.	NEW	
	(10) Card record of inquiry and data released containing record of information verified in response to inquiries to the Agency.  Upon termination of employment, place in inactive file and DESTROY when no longer needed for reference.	NC1-263-7 Item 90	7-13 (No Change)
	(11) Cross reference control card files on contract, consultant, and personnel in special category.  DESTROY when no longer needed for reference.	NC1-263-7 Item 20c	7-13 (No Change)
	(12) Monthly computer listing of contract employees and independent contractors.  DESTROY when superseded.	NEW	
	(13) Separate maintenance files.  DESTROY 2 years after cutoff. Cut off inactive files at end of each calendar year.	NC1-263-7 Item 36	7-13 (No Change)
9.	<u>Military Personnel Files.</u>  a. Official field file for Army personnel assigned to the Agency.  Upon completion of assignment, transfer to parent service.  b. Personnel data card files.  DESTROY 75 years after last entry.	NC1-263-7 Item 21a AR 640-1D  NEW AR 340-2,	7-13 (No Change)     715-06

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

8/40

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	<p>c. Personnel processing files.</p> <p>If individual enters on duty, transfer to official personnel folder (Item 8a above). If processing is cancelled, DESTROY when 2 years old.</p> <p>d. Military personnel administrative orders files.</p> <p>(1) Permanent order record set files.</p> <p>PERMANENT. 1953 to present. 7 cubic feet. Annual growth less than 1 cubic foot.</p> <p>(2) Permanent order background files.</p> <p>DESTROY 25 years after cutoff. Cut off at end of each calendar year.</p> <p>(3) Personnel type order files.</p> <p>DESTROY 56 years after cutoff. Cut off at end of each calendar year.</p> <p>(4) Air Force orders.</p> <p>(a) Permanent Set.</p> <p>PERMANENT. 1953-1969. 12 cubic feet.</p> <p>(b) TDY orders.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each calendar year.</p> <p>(5) Military Personnel Strength Zero Balance Report.</p> <p>DESTROY 56 years after cutoff. Cut off annually or when the reporting unit or activity is reduced to zero strength.</p>	<p>NEW</p> <p>NC1-263-77-13 Item 22a (No Change) AR 340-2, 227-16</p> <p>NC1-263-77-13 Item 22b (CHANGE) AR 340-2, 227-15</p> <p>NEW AR 340-2, 227-02</p> <p>NC1-263-77-13 Item 22c (No Change)</p> <p>NEW AF 12-50</p> <p>NC1-263-77-13 Item 23 (CHANGE) AR 340-2, 715-08</p>	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 9/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9d.	(6)e Control records for Army unit pay.e  DESTROY 8 years after Agency assignmente terminates.e	NC1-263-77-13 Item 25a (CHANGE) AR 601-280	
	(7)e Monthly and quarterly computer listings ofe Military Detailees and Agency Reservists.e  DESTROY when superseded.e	NEW	
	e.e Military Reserve files.e		
	(1)e Working case files on Agency reservists.e  DESTROY 6 years after termination of reservee status.e	NC1-263-77-13 Item 21b (CHANGE)	
	<del>(2)</del> Official military reserve rosters.  Transfer to appropriate military records center at end of each month.	NC1-263-77-13 Item 21c (No Change) AR 140-185	
	(3)e File consisting of material used fore training of Agency reservists.e  DESTROY when superseded or no longer needed.e	NEW	
10.	<u>Employment Application Files.</u>		
	<del>7.</del> Official applicantefolder files.  If individual enters on duty, transfer to official personnel folder (Item 8a above). If processing is cancelled, DESTROY 2 years after file becomes inactive.	NC1-263-77-13 Item 31a (No Change)	
	b.e Soft files on Career Trainee Program applicantse not accepted into the program.e  DESTROY when 2 years old.e	NEW	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 10/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10.	<p>c. Monthly report of inactive cases.</p> <p>DESTROY when official applicant folder (Item 10a above) is destroyed.</p> <p>d. Resumes or correspondence from individuals to whom preliminary application forms have been sent but not returned.</p> <p>DESTROY 3 months after application form is sent, provided acknowledgement has not been received.</p> <p>e. Resumes or correspondence from candidates not selected for further review for employment.</p> <p>DESTROY upon determination that the candidate will not be considered for employment.</p> <p>f. Chrono file of correspondence of a routine nature on individuals applying for Agency employment.</p> <p>DESTROY when 1 year old.</p> <p>g. Summer only, Student Trainee, Graduate Student, and Co-op Student applicant file.</p> <p>If individual enters on duty or is a former employee, transfer to official personnel folder (Item 8a above). If not, DESTROY when 2 years old.</p> <p>h. Correspondence from persons or organizations requesting general information on Agency employment opportunities.</p> <p>DESTROY upon mailing of information.</p>	<p>NEW</p> <p>NC1-263-77-13 Item 31c (No Change)</p> <p>NEW</p> <p>NC1-263-77-13 Item 31d (No Change)</p> <p>NC1-263-77-13 Item 31e (No Change)</p> <p>NC1-263-77-13 Item 87 (CHANGE)</p>	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 11/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<u>Special Activities Staff Files.</u>  a. Sensitive case files.  Upon completion of case, forward appropriate papers for inclusion in the official personnel folder (Item 8a above). DESTROY remaining material when official personnel folder is destroyed.  b. Index cards used for cross reference to cases.  DESTROY when no longer needed for reference.  c. Personnel interview records.  DESTROY upon separation of employee, or no later than 3 years after last action, whichever is sooner.	NC1-263-77-13 Items 52a, b&c (CHANGE)  NC1-263-77-13 Item 52e (No Change)  NC1-263-77-14 Item 52d (No Change)	
12.	<u>Biographic Profile Files.</u>  Screen and DESTROY superseded and obsolete material when master file is updated. DESTROY remainder when employee is separated from Agency. DESTROY master file 2 years after computer system is in full operation.	NC1-263-77-13 Item 33 (CHANGE)	
13.	<u>Qualifications Coding Files.</u>  a. Form 444n, Qualifications Update.  File in official personnel folder (Item 8a above) when changes are annotated.  b. Master Qualifications Coding Record and Qualifications Record Change used to prepare computer input.  DESTROY when data is verified.	NC1-263-77-13 Item 34 (No Change)	

Request for Records Disposition Authority—Continuation

PAGE OF  
12/40

115-203	Four copies, including original, to be submitted to the National Archives	STANDARD FORM 115-A
	<del>CONFIDENTIAL</del>	Revised July 1974
	GPO : 1975 O - 579-387	Prescribed by General Services Administration
		FPMR (41 CFR) 101-11.4



Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 13/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
15.	<u>Personnel Publications Files.</u>  a. Record copy.  PERMANENT. 1960 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.  b. All other copies.  DESTROY when superseded or obsolete.	NC1-263-77-13 Item 5 (No Change)	
16.	<u>Death and Disability Standards Files.</u>  PERMANENT. 1952 to present. 2 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-13 Item 46 (No Change)	
17.	<u>Missing Persons Files.</u>  PERMANENT. 1952 to present. 6 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-13 Item 47 (No Change)	
18.	<u>Litigation Cases Files.</u>  a. Documentation supporting the Office of General Counsel (OGC) in litigation cases.  Transfer to OGC upon completion of final report.  b. Working papers.  Screen when case is resolved. Transfer substantive documents to appropriate file; DESTROY duplicate, superseded, or obsolete material.	NEW	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 14/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
19.	<u>Public Service Awards Files.</u>  PERMANENT. 1952 to present. 4 cubic feet. Annual growth less than 1 cubic foot.	NC1-263- Item 18	77-13 (No Change)
20.	<u>Foreign Gifts and Declarations Files.</u>  PERMANENT. 1957 to present. 2 cubic feet. Annual growth less than 1 cubic foot.	NC1-263- Item 19	77-13 (No Change)
21.	<u>Fund Drives Files.</u>  a. Promotional material.  DESTROY when drive is completed.  b. Combined Federal Campaign accounting records.  DESTROY 10 years after completion of audit.  c. Final reports.  Incorporate with appropriate subject file.  d. Blood donor program control record cards.  DESTROY upon separation of employee from the Agency.	NC1-263- Item 97a	77-13 (CHANGE)
		NC1-263- Item 97a	77-13 (CHANGE)
		NC1-263- Item 97a	77-13 (CHANGE)
		NC1-263- Item 97b	77-13 (No Change)
22.	<u>Public Service Aid Society (PSAS) Files.</u>  a. Articles of Incorporation, By-laws, policy directives, minutes, special studies and reports and publicity items accumulated in the establishment of PSAS.  PERMANENT. 1953 to present. 1 cubic foot. Annual growth less than 1 cubic foot.	NC1-263- Item 94a	77-13 (No Change)

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
15/40

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
22.	<p><del>b.</del> Financial records of various obligations or expenditures of PSAS funds.</p> <p>DESTROY 10 years after audit.</p> <p>c. Case files.</p> <p>DESTROY upon separation of employee providing loan has been paid in full or it has been decided there is no possibility of collecting monies owed.</p> <p>d. Card control records used as cross reference to PSAS case files (Item 22c above).</p> <p>DESTROY when case file is destroyed.</p>	<p>NC1-263-77-13 Item 94b</p> <p>NC1-263-77-13 Item 94c</p> <p>NC1-263-77-13 Item 94d</p>	<p>(No Change)</p> <p>(CHANGE)</p> <p>(CHANGE)</p>
23.	<p><u>Educational Aid Fund (EAF) Files.</u></p> <p><del>a.</del> Records concerning the establishment and administration of EAF.</p> <p>PERMANENT. 1963 to present. 2 cubic feet. Annual growth less than 1 cubic foot.</p> <p><del>b.</del> Financial records for receipt and expenditure of funds.</p> <p>DESTROY 10 years after audit.</p> <p><del>c.</del> Case files on individuals who have applied.</p> <p>DESTROY 5 years after file becomes inactive.</p> <p>d. Log book on applicants.</p> <p>DESTROY 5 years after becoming inactive, or when no longer needed for reference, whichever is sooner.</p>	<p>NC1-263-77-13 Item 95a</p> <p>NC1-263-77-13 Item 95b</p> <p>NC1-263-77-13 Item 95c</p> <p>NC1-263-77-13 Item 95d</p>	<p>(No Change)</p> <p>(No Change)</p> <p>(No Change)</p> <p>(CHANGE)</p>

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

16/40

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23.	e. Bimonthly cumulative computer listing on contributions to EAF.  DESTROY when superseded.	NEW	
24.	<u>Recruitment Office Internal Files.</u>  <del>a.</del> Memoranda, monthly reports, SOP's, card files, and logs pertaining to schools, recruiters' contacts, and persons to be interviewed.  DESTROY when obsolete or no longer needed for reference.  b. Files on schools in the area to be visited by recruiters, schedule for visits, individual tests given, and lists of persons tested.  DESTROY tests when 2 months old, other material when obsolete or no longer needed.  <del>c.</del> Correspondence, memoranda, and other papers pertaining to field activities of individual recruiter.  Screen upon reassignment or separation of recruiter. DESTROY material no longer needed. Transfer remainder to appropriate file.  <del>d.</del> Duplicate logistical files for each recruiter.  Screen upon reassignment or separation of recruiter. DESTROY material no longer needed. Transfer remainder to appropriate file.  <del>e.</del> Recruiter travel files.  DESTROY 2 years after cutoff. Cut off at end of each calendar year.	NC1-263-77-13 Item 67a (No Change)  NC1-263-77-14 Item 67b (CHANGE)  NC1-263-77-13 Item 68a (No Change)  NC1-263-77-13 Item 68b (No Change)  NC1-263-77-13 Item 68c (No Change)	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 17/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<del>25.</del>	<u>Recruitment Requirements Guide Files.</u>  DESTROY when requirement for position is filled or cancelled.	NCl-263- Item 71	77-13 (No Change)
<del>26.</del>	<u>Lead Source Files.</u>  a. Case files on colleges, universities, technical, secretarial and high schools.  Screen annually and DESTROY material no longer needed.  b. Case files on colleges, universities, and organizations used in the Student Trainee, Summer Intern, and Academic Associates Programs.  Screen annually and DESTROY obsolete material.  c. Applicant card control records for Student Trainees and Graduate Fellows.  DESTROY 2 years after date of last action.	NCl-263- Item 70a	77-13 (No Change)
<del>27.</del>	<u>Advertisements Files.</u>  DESTROY when 3 years old.	NCl-263- Item 72	77-13 (No Change)
28.	<u>Processing Control Records Files.</u>  a. Applicant/employee processing control records.  DESTROY 2 years after date of last action.  b. Invitee schedule control records.  DESTROY when 1 month old.	NCl-263- Item 66a	77-13 (No Change)
		NCl-263- Item 66b	77-13 (No Change)

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 18/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
28.	c. Weekly computer listing giving complete status of applicant processing.  DESTROY when superseded.  d. Copies of Agency regulatory issuances and other material that are required reading for all new employees entering on duty.  DESTROY when revised, superseded, obsolete, or no longer required reading.	NEW  NEW	
<del>29.</del>	<del>e. Word processing media.  ERASE when superseded or obsolete.</del>	NC1-263-77-13 Item 98 (No Change)	
<del>30.</del>	<del><u>Personnel Operations Statistical Reports on Recruitment.</u>  DESTROY when 2 years old.</del>	NEW GRS 1-16	
<del>30.</del>	<del><u>Counseling Records for Placement.</u>  Screen 3 years after termination of counseling. Transfer pertinent material to official personnel folder (Item 8a above) and DESTROY remainder.</del>	NC1-263-77-13 Item 60 (CHANGE) GRS 1-27a	
31.	<u>Vacancy Notice Files.</u>  <del>a. Vacancy Notice, Form 2762.  DESTROY when 5 years old.</del>  <del>b. Log of vacancy notices.  DESTROY when 5 years old.</del>	NC1-263-77-13 Item 61 (No Change)  NC1-263-77-13 Item 61 (No Change)	

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 19/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
31.	c. Computer listing of vacancy notices.  DESTROY when vacancy notices expire.	NEW	
32.	<u>Report of Separation Files.</u>  DESTROY when 1 year old.	NC1-262-77-13 Items 64a&b (CHANGE)	
33.	<u>Affirmative Action Plans Files.</u>  a. Copy of quarterly summary report submitted to EEO on uniform selection relating to new hires and promotions.  DESTROY when 3 years old or no longer needed, whichever is later.  b. Handicap Program files.  <del>(1)</del> Copies of issuances relating to the Handicap Program.  DESTROY when revised, obsolete, or no longer needed for reference.  (2) Card record containing pertinent information on handicapped applicants.  DESTROY 2 years after date of last action.  (3) Employee Self-identification of Medical Disability Form.  DESTROY upon entry into computer system.  (4) Cumulative disability statistical computer listing.  DESTROY when superseded.	NEW          NC1-263-77-13 Item 88a (No Change)    NC1-263-77-13 Item 88b (CHANGE)    NEW    NEW	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 20/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<del>34.</del>	<p><u>Casualty Files.</u></p> <p><del>a.</del> Files dated prior to 1967.</p> <p>DESTROY when the official personnel folder (Item 8a above) is destroyed.</p> <p><del>b.</del> Files relating to employee death cases since 1967.</p> <p>Upon final settlement, screen and DESTROY duplicates and transitory information, and transfer remainder to official personnel folder (Item 8a above).</p>	<p>NC1-263-77-13</p> <p>Item 48 (No Change)</p>	
35.	<p><u>Death Register.</u></p> <p>DESTROY when no longer needed.</p>	NEW	
36.	<p><u>Compensation and Claims Files.</u></p> <p>a. Case files documenting claims for compensation.</p> <p>DESTROY 36 years after last action.</p> <p>b. Compensation claims of employees submitted to OWCP, Department of Labor, for processing.</p> <p>Hold for 35 years after returned to the Agency, then destroy.</p> <p><del>c.</del> Cards recording receipt of correspondence relating to overseas and OWCP medical claims.</p> <p>DESTROY when no longer needed for reference.</p>	<p>NC1-263-77-13</p> <p>Item 50a (CHANGE)</p> <p>NC1-263-77-13</p> <p>Item 50b (CHANGE)</p> <p>NC1-263-77-13</p> <p>Item 50d (No Change)</p>	



~~CONFIDENTIAL~~

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 21/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
36.	<p>Correspondence and copies of cables received relating to possible medical claims.</p> <p>DESTROY when 1 year old if claim does not materialize. If claim develops, transfer to claims case file (Item 36a above).</p>	NCl-263-77-13 Item 50e	(No Change)
37.	<p><u>Employee Emergency Files.</u></p> <p>DESTROY when no longer needed for reference.</p>	NCl-263-77-13 Item 49	(No Change)
38.	<p><u>Notice of Personal Injury or Illness Files.</u></p> <p>DESTROY when related official personnel folder (Item 8a above) is destroyed.</p>	NCl-263-77-13 Item 51	(No Change)
39.	<p><u>Master Insurance Case Files.</u></p> <p>a. Retirees who maintain Agency insurance plan.</p> <p>DESTROY upon death of last survivor annuitant.</p> <p>b. Resignees.</p> <p>DESTROY 4 years after audit.</p>	NCl-263-77-13 Item 74 Item 75b	(No Change) (CHANGE)
40.	<p><u>Hospitalization Claims and Settlement Claims Files.</u></p> <p>DESTROY 5 years after audit.</p>	NCl-263-77-13 Item 75a	(CHANGE)
41.	<p><u>Air Flight Trip Insurance Files.</u></p> <p>DESTROY 4 years after audit.</p>	NCl-263-77-13 Item 76	(No Change)

~~CONFIDENTIAL~~

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
22/40

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
42.	<u>Insurance Certificate Number Registers.</u>  DESTROY upon death of last survivor annuitant.	NC1-263-77-13 Item 77	(CHANGE)
43.	<u>Daily Cash Voucher Listing.</u>  DESTROY when 6 months old.	NEW	
44.	<u>Premium Collection and Disbursement Files.</u>  a. Vouchers and checks prepared to reflect complete accounting of funds collected and disbursed by branch.  DESTROY 4 years after audit.  b. Copies of checks to the Office of Finance, repayment of Transfer of Accounts for settlement of claims, and receipts from the Office of Finance for these checks.  DESTROY 5 years after audit.	NC1-263-77-13 Item 78a     NC1-263-77-13 Item 78b	(No Change)     (CHANGE)
45.	<u>Deduction Notice Files.</u>  a. Copy of Authorization for CIARDS payroll deduction for insurance payments.  DESTROY upon verification of payroll deduction.  b. Computer listing of payroll deductions for insurance payments on Term Life insurance plans.  DESTROY when 6 months old.	NEW	

~~CONFIDENTIAL~~

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 23/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
46.	<u>Delinquent Insurance Premium Report.</u>  DESTROY when 6 months old.	NEW	
<del>47.</del>	<u>Premium Posting Card Files.</u>  Upon cancellation of account transfer to master insurance case file (Item 39 above).	NC1-263-77-13 Item 80	(No Change)
48.	<u>Claims Reimbursement Files.</u>  DESTROY 1 year after audit and clearance.	NC1-263-77-13 Item 81	(CHANGE)
<del>49.</del>	<u>Bank Statement Files.</u>  DESTROY 4 years after audit.	NC1-263-77-13 Item 82	(No Change)
50.	<u>Trial Balance Books.</u>  DESTROY when 5 years old.	NC1-263-77-13 Item 84	(CHANGE)
<del>51.</del>	<u>General Ledger.</u>  PERMANENT. 1956 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.	NC1-263-77-13 Item 83a	(No Change)
52.	<u>Journal Files.</u>  DESTROY 5 years after audit.	NC1-263-77-13 Item 83b	(CHANGE)
53.	<u>Balance Sheets.</u>  DESTROY 1 year after audit.	NEW	

115-203

Four copies, including original, to be submitted to the National Archives

~~CONFIDENTIAL~~

GPO : 1975 O - 579-387

STANDARD FORM 115-A

Revised July 1974

Prescribed by General Services  
Administration

FPMR (41 CFR) 101-11.4

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
24/40

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
54.	<u>Investment Files.</u>  DESTROY closed account files 1 year after final audit.	NC1-263-77-13 Item 79	(CHANGE)
55.	<u>Insurance Control Files.</u>		
	a. Logs.  DESTROY 1 year after audit and clearance.	NC1-263-77-13 Item 85a	(No Change)
	b. Cross reference card indexes.  DESTROY when related master insurance case file (Item 39 above) is destroyed.	NC1-263-77-13 Item 85c	(CHANGE)
	c. Control cards.  DESTROY when related master insurance case file (Item 39 above) is destroyed.	NEW	
	d. Weekly EOD lists on individuals entering on duty.  DESTROY when 5 years old.	NEW	
56.	<u>Alphabetical and Statistical Insurance and Hospitalization Reports.</u>	NEW	
	a. Monthly ledger report on all insurance plans.  DESTROY when 2 years old.		
	b. Monthly master hospitalization computer listings.  DESTROY when superseded.		

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

25/40

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
56.	<p>c. Weekly alphabetical listing of all employees in the insurance computer system.</p> <p>DESTROY upon receipt of monthly cumulative report.</p> <p>d. Monthly cumulative alphabetical listing of all employees in the insurance computer system.</p> <p>DESTROY when superseded.</p> <p>e. Monthly statistical report on hospitalization and insurance plans.</p> <p>DESTROY when 2 years old.</p>		
57.	<p><u>Insurance Data Systems Files.</u></p> <p>a. Project files.</p> <p>DESTROY 1 year after discontinuance of system</p> <p>b. User guide manuals.</p> <p>DESTROY when superseded. DESTROY current manuals 1 year after discontinuance of system.</p> <p>c. Daily transactions on magnetic tape.</p> <p>ERASE when 10 days old.</p>	NEW	
58.	<p><u>Position Classification Files.</u></p> <p>a. Position descriptions.</p> <p>(1) Record copy.</p> <p>DESTROY 7 years after description is superseded or position is abolished.</p>		<p>NC1-263-77-13 Item 55a (CHANGE) Deviates from GRS 1-7b(1)</p>

~~CONFIDENTIAL~~

Request for Records Disposition Authority -- Continuation		JOB NO.	PAGE OF 26/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
58a.	<p>(2) All other copies.</p> <p>DESTROY when description is superseded or position is abolished.</p> <p>b. Case files.</p> <p>DESTROY 5 years after position is abolished or description is superseded, or when no longer needed for reference, whichever is later.</p>	<p>NC1-263-77-13 Item 55a (No Change) GRS 1-7b(2)</p> <p>NC1-263-77-13 Item 55b (CHANGE) Deviates from GRS 1-7a(2) (a)</p>	
59.	<p><u>Classification Survey Report Files.</u></p> <p>DESTROY when 20 years old.</p>	<p>NC1-263-77-13 Item 57 (CHANGE) Deviates from GRS 1-7c(1)</p>	
60.	<p><u>Staffing Complement Change Authorization Files.</u></p> <p>a. Signed copies of Form 261, Staffing Complement Change Authorization, along with authorizing documents.</p> <p>PERMANENT. 1946 to present. 41 cubic feet. Annual growth less than 1 cubic foot.</p> <p>b. Duplicates of Staffing Complement Change Authorization.</p> <p>Screen annually and DESTROY material no longer needed.</p> <p>c. Agency ceiling memos reflecting ceiling changes by office.</p> <p>PERMANENT. 1952 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.</p>	<p>NC1-263-77-13 Item 59a (No Change)</p> <p>NC1-263-77-13 Item 59b (CHANGE)</p> <p>NEW</p>	

~~CONFIDENTIAL~~

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 27/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61.	<u>Pay Rates and Systems Files.</u>  PERMANENT. 1947 to present. 4 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-13 Item 58	(No Change)
62.	Not Used.		
63.	<u>Training Files.</u>  DESTROY when superseded or obsolete.	NEW	
64.	<u>Occupational Handbook of Position Titles and Codes.</u>  DESTROY when superseded.	NEW	
65.	<u>Suggestion and Achievement Awards Committee (SAAC) Files.</u>  a. Agenda, case summaries, minutes, and reports.  PERMANENT. 1951 to present. 8 cubic feet. Annual growth less than 1 cubic foot.  b. Operational agenda, case summaries, suggestions, special achievements, exceptional accomplishments, and inventions.  PERMANENT. 1954 to present. 4 cubic feet. Annual growth less than 1 cubic foot.	NC1-226-77-13 Item 15a     NC1-263-77-13 Item 15b	(No Change)     (No Change)

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
28/40

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
65.	<p><del>a.</del> Cases involving significant intelligence, suggestions, inventions, special achievements, and exceptional accomplishments (not covered in Item 65b above) which may be of future operational use.</p> <p>PERMANENT. 1954 to present. 7 cubic feet. Annual growth less than 1 cubic foot.</p> <p>d. Suggestion, invention, special achievement, and exceptional accomplishment case files (not covered in Items 65b and 65c above).</p> <p><del>(1)</del> Disapproved case files.</p> <p>DESTROY 2 years after disapproval.</p> <p><del>(2)</del> Approved case files.</p> <p>DESTROY 2 years after approval.</p> <p><del>(3)</del> Ineligible suggestions.</p> <p>DESTROY when 2 years old.</p> <p>(4) Register of control numbers.</p> <p>DESTROY 1 year after computer system is in operation and master data file is verified.</p>	<p>NC1-263-77-13 Item 15c</p> <p>NC1-263-77-13 Item 15d (1) (CHANGE) GRS 1-12a(1)</p> <p>NC1-263-77-13 Item 15d (2) (CHANGE) GRS 1-12a(1)</p> <p>NC1-263-77-13 Item 15d (3) (No Change)</p> <p>NC1-263-77-13 Item 15e (CHANGE)</p>	<p>7-13 (No Change)</p>
66.	<p><u>Honor and Merit Awards Program Files.</u></p> <p><del>a.</del> Agenda, minutes, and personnel case files.</p> <p>PERMANENT. 1952 to present. 80 cubic feet. Annual growth 2 cubic feet.</p> <p><del>b.</del> Register of control numbers.</p> <p>DESTROY when superseded or obsolete.</p>	<p>NC1-263-77-13 Item 16a</p> <p>NC1-263-77-13 Item 16b GRS 1-12a</p>	<p>(No Change)</p>



Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 29/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
66.	<p><del>a.</del> Award certificates and medals held for future presentation.</p> <p>Hold until award can be presented to individual.</p>	NC1-263-77-13 Item 16c	(No Change)
	<p><del>b.</del> Computer listing of employees who are eligible for service awards or certificates.</p> <p>DESTROY when 10 years old.</p>	NC1-263-77-13 Item 17	(No Change)
	<p>e. Semiannual cumulative Honor and Merit Awards computer listing.</p> <p>DESTROY when superseded.</p>	NEW	
<del>67.</del>	<p><u>Pre-Retirement Counseling Folders.</u></p> <p>Transfer significant items to official personnel folder (Item 8a above) and DESTROY remainder 2 years after retirement.</p>	NC1-263-77-13 Item 39a	(No Change)
68.	<p><u>Civil Service Retiree Files.</u></p>		
	<p><del>a.</del> Correspondence pertaining to length of service, accrued benefits, and rights and eligibility under the Civil Service Retirement System.</p> <p>Upon retirement, transfer to pre-retirement counseling files (Item 67 above).</p>	NC1-263-77-12 Item 40a	(No Change)
	<p><del>b.</del> Annuity Estimates Work Sheets.</p> <p>DESTROY 1 year after retirement.</p>	NC1-263-77-13 Item 40 b GRS 2-21 b	(CHANGE)
	<p><del>c.</del> CSC retirement control cards.</p> <p>DESTROY when no longer needed for reference.</p>	NC1-263-77-13 Item 40 c	(No Change)

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 30/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
69.	<u>CIA Retirement and Disability System (CIARDS) Files.</u>		
	<p>a. Documentation relating to the establishment of CIARDS and subsequent administration of the program.</p> <p>PERMANENT. 1953 to present. 8 cubic feet. Annual growth less than 1 cubic foot.</p>	NC1-263-77-13 Item 86d	(No Change)
	<p>b. Case files on nominees who qualify for CIARDS.</p> <p>If nominee is accepted, transfer to participant file (Item 69c below). If not, transfer pertinent papers to official personnel folder (Item 8a above) when employee separates from Agency and DESTROY remainder.</p>	NC1-263-77-13 Item 41a	(No Change)
	<p>c. Case files on participants in CIARDS.</p> <p>Upon retirement or separation, transfer to annuitant or deferred annuitant files (Item 69d or 69e below).</p>	NC1-263-77-13 Item 41b	(No Change)
	<p>d. Annuitant files.</p> <p>Upon death of last survivor annuitant, hold for final disposition in accordance with OPM regulations.</p>	NC1-263-77-13 Item 41c	(No Change)
	<p>e. Deferred annuitant files.</p> <p>Upon retirement, transfer to annuitant files (Item 69d above).</p>	NC1-263-77-13 Item 41d	(No Change)
	<p>f. Folders on separated participants who elected to withdraw their contribution from CIARDS at time of separation.</p> <p>Hold for final disposition in accordance with OPM regulations.</p>	NC1-263-77-13 Item 41e	(No Change)

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 31/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
69.	<p>g. Case files on nominees not accepted for CIARDS.</p> <p>Transfer pertinent papers to official personnel folder (Item 8a above) and DESTROY remainder when 5 years old.</p> <p>h. Monthly computer listing of CIARDS Master Record.</p> <p>DESTROY when superseded.</p>	<p>NC1-263-77-13 Item 41f</p> <p>NEW</p>	<p>(CHANGE)</p>
70.	<p><u>Retiree Control Card Files.</u></p> <p>a. Control records on all CIARDS annuitants.</p> <p>Upon death of survivor annuitant, transfer to annuitant file (Item 69d above).</p> <p>b. Control records on all individuals pending retirement over the next 5 years.</p> <p>DESTROY when individual retires.</p> <p>c. Control records pertaining to retirement medallions and their presentation.</p> <p>DESTROY 2 years after presentation of medallion to retiree.</p>	<p>NC1-263-77-13 Item 42b</p> <p>NC1-263-77-13 Item 42c</p> <p>NC1-263-77-13 Item 42d</p>	<p>(No Change)</p> <p>(CHANGE)</p> <p>(CHANGE)</p>
71.	<p><u>External Employment Assistance Record Files.</u></p> <p>a. Resumes, biographic data, notes of meetings with clients, applications for Federal employment, and other material pertinent to seeking employment assistance.</p> <p>DESTROY 5 years after date of last entry.</p>	<p>NC1-263-77-13 Item 45a</p>	<p>(CHANGE)</p>

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 32/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
71.	<p>b. Correspondence relating to assistance for external employment, job opportunities, and replies relating contract employees.</p> <p>DESTROY 5 years after date of last entry.</p>	NC1-263- Item 45b	77-13 (CHANGE)
	<p>c. Correspondence, organization requirements, brochures, announcements, and various material accumulated on U.S. firms and a cross reference card index.</p> <p>DESTROY when obsolete or no longer needed for reference.</p>	NC1-263- Item 45c	77-13 (No Change)
	<p>d. Personnel investigator control card.</p> <p>DESTROY 5 years after date of last entry.</p>	NC1-263- Item 93b GRS 14-28a	77-13 (CHANGE)
72.	<p><u>Human Resources System Projects Files.</u></p> <p>a. Correspondence, memoranda, meetings, minutes, and other records relating to the development of data elements files, interfaces, data lists, and projects.</p> <p>Screen periodically and DESTROY duplicate and transitory material. DESTROY remainder 2 years after discontinuance of project.</p> <p>b. Reports which confirm computer system performance.</p> <p>DESTROY when superseded or no longer needed for reference.</p> <p>c. Listings verifying the testing and acceptance of modifications and changes to module specifications in the Human Resources System computer projects.</p> <p>DESTROY when 2 years old or no longer needed for reference, whichever is sooner.</p>	NEW	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 33/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
72.	<p>d. Copies of computer system documentation.</p> <p>DESTROY 1 year after discontinuance of system.</p> <p>e. Copies of Computer Services Request/Action work orders.</p> <p>DESTROY when 2 years old or no longer needed for reference, whichever is sooner.</p> <p>f. Record copy of Human Resources System Handbooks for each project in the system.</p> <p>DESTROY when superseded. DESTROY latest version 10 years after discontinuance of project.</p> <p>g. Duplicate copies of handbooks.</p> <p>DESTROY when superseded.</p> <p>h. Human Resources System Project Manuals, ADP Master Layouts data, and correspondence concerning the computer system.</p> <p>DESTROY when no longer needed.</p>		
73.	<p><u>Analyses, Special Studies, and Personnel Reports Files.</u></p> <p>PERMANENT. 1947 to present. 81 cubic feet. Annual growth less than 1 cubic foot.</p>	NEW	
74.	<p><u>Personnel Statistical Histories Files.</u></p> <p>PERMANENT. 1947 to present. 10 cubic feet. Annual growth less than 1 cubic foot.</p>	NC1-263-77-13 Item 86e (No Change)	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 34/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
75.	<p><u>Computer Produced Listings, Tabulations, and Charts.</u></p> <p>a. Strength Reports, Combined Alpha Listing of Agency Personnel, grade and promotion tabulations, accessions, separations, age and grade distribution, Staffing Complement, Organizational Code Listings, and Position Status Reports.</p> <p>PERMANENT. 1947 to present. 7 cubic feet. Annual growth less than 1 cubic foot.</p> <p>b. Reports used for reference and analysis.</p> <p>DESTROY when 30 years old.</p> <p>c. Quarterly separations by career service panel, career service group, reason, schedule, and grade.</p> <p>DESTROY when 20 years old.</p> <p>d. Copies of special listings of accessions, promotions, separations, and projected retirement dates.</p> <p>DESTROY when 10 years old.</p> <p>e. Quarterly Gain and Loss tabulations.</p> <p>DESTROY when 3 years old except September copy which is included in Item 72b above.</p> <p>f. Monthly FTE in work years.</p> <p>DESTROY when 5 years old.</p> <p>g. NTE personnel reports.</p> <p>(1) Monthly by CS panel, schedule, grade, name, and by CS group.</p> <p>DESTROY 1 year after superseded.</p>	NEW	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 35/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
75g.	<p>(2) Monthly call up roster.</p> <p>DESTROY 1 year after superseded.</p> <p>h. Career service grade reports.</p> <p>(1) Monthly Positive/Negative Adjustment mismatched on Service Designation.</p> <p>DESTROY when 14 months old.</p> <p>(2) Monthly Career Service Grade Authorization.</p> <p>DESTROY when 2 years old.</p> <p>i. Monthly Performance Appraisal Report Call-up Delinquent list.</p> <p>DESTROY when 4 months old.</p> <p>j. Reference copies of special purpose reports programmed on a one-time basis for requesters outside the Office of Personnel.</p> <p>DESTROY when 3 years old or superseded, whichever is sooner.</p>		
76.	<p><u>Employee Activity Association (EAA) Files.</u></p> <p>a. Files on individual clubs and other activities under EAA.</p> <p>Screen annually and DESTROY material no longer needed for reference.</p> <p>b. Correspondence with companies from whom merchandise is purchased for sale in the EAA store.</p> <p>Screen every 2 years and DESTROY material no longer needed.</p>	<p>NC1-263-77-13 Item 96a (No Change)</p> <p>NC1-263-77-13 Item 96a (No Change)</p>	

~~CONFIDENTIAL~~

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 36/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
76.	<p>d. Trophy presentations, barbershop, exhibits, and newsletters and notices published regarding EAA.</p> <p>Screen annually and DESTROY material no longer needed for reference.</p> <p>e. EAA financial records.</p> <p>DESTROY 4 years after audit.</p> <p>e. Financial records on transactions undertaken by EAA on behalf of Central Employees Activities Fund.</p> <p>DESTROY 4 years after audit.</p> <p>f. General Accounting Ledgers.</p> <p>DESTROY 10 years after close of fiscal year.</p> <p>g. Cancelled checks, audit reports, and tax records.</p> <p>DESTROY 7 years after cutoff. Cut off at end of each fiscal year.</p> <p>h. Membership application cards.</p> <p>DESTROY when membership expires.</p>	<p>NC1-263-77-13 Item 96a</p> <p>NC1-263-77-13 Item 96b</p> <p>NEW</p> <p>NC1-263-77-13 Item 96c GRS 7-2</p> <p>NC1-263-77-13 Item 96c</p> <p>NC1-263-77-13 Item 96e</p>	<p>(No Change)</p> <p>(No Change)</p> <p>(No Change)</p> <p>(No Change)</p> <p>(No Change)</p> <p>(CHANGE)</p>
77.	<p><u>Equal Employment Opportunity Files (OEEF).</u></p> <p>a. EEO complaint systems files.</p> <p>(1) Policy papers, reports, memoranda, and related documents.</p> <p>PERMANENT. 1966 to present. 2 cubic feet. Annual growth less than 1 cubic foot.</p>	<p>NEW</p>	

~~CONFIDENTIAL~~



Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 37/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
77a.	(2) Complaint case files.  DESTROY 15 years after resolution of case.  (3) EEO counselors reports and related papers.  DESTROY 15 years after resolution of case.  b. Record copy of Agency consolidated Affirmative Action Plan.  DESTROY 4 years after cutoff. Cut off at end of each calendar year.  c. Publications files.  PERMANENT. 1977-1980. Less than 1 cubic foot.  d. EEO programs files.  DESTROY 3 years after cutoff. Cut off at end of each calendar year.  e. Recruitment files.  DESTROY when obsolete or no longer needed.	NC1-263-77-13 Items 34a, b, & c (CHANGE) Deviates from GRS 1-26a  NEW  NEW Deviates from GRS 1-26b  NEW  NEW Deviates from GRS 1-26c  NEW	
78.	<u>Case File Indices.</u>  File series discontinued. Files DESTROYED.	NC1-263-77-13 Item 35 (CANCEL)	
79.	<u>Voluntary Investment Program.</u>  Non-Agency records.	NC1-263-77-13 Item 14 (CANCEL)	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 38/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
80.	<u>Appropriations and Budget Files.</u>  a. Budget estimates and justification files.e  DESTROY 3 years after cutoff. Cut off at end of fiscal year to which the budget applies.  b.e Background papers, working papers, cost statements,e rough data accumulated in the preparation of thee annual budget estimates, and originating component'se copies of reports submitted to budget office.e  DESTROY 3 years after close of the fiscal year toe which the budget applies.e	NC1-263-77-13 Item 10       NEW Deviates from GRS 5-4	(No Change)
81.	<u>Military Funds File.</u>  File series discontinued. Files DESTROYED.	NC1-263-77-13 Item 24	(CANCEL)
82.	<u>Personnel Data Cards Prepared on Military Personnel Assigned to the Agency.</u>  File series discontinued. Files DESTROYED.	NC1-263-77-13 Item 25H	(CANCEL)
83.	<u>Files on Applicants That Have Been Referred to Recruiters for Further Information.</u>  File series discontinued. Files DESTROYED.	NC1-263-77-13 Item 31H	(CANCEL)
84.	<u>Medical Information Forwarded with Applications for Employment.</u>  File series no longer maintained separately. See Item 10a above if applicant is not put in process. See Item 2c of Job NC1-263-84-10 if applicant is put in process.	NC1-263-77-13 Item 31f	(CANCEL)

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 39/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
85.	<u>Applicant File Card Control.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 32	77-13 (CANCEL)
86.	<u>Contract Inventory Control Sheets.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 37	77-13 (CANCEL)
87.	<u>Creditable Service File.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 38	77-13 (CANCEL)
88.	<u>Card File on Retirees.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 39b	77-13 (CANCEL)
89.	<u>Nomination Control Record Used to Reflect Status of Each Individual Nominated for Agency Retirement System.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 42	77-13 (CANCEL)
90.	<u>Follow Up Letters.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 43	77-13 (CANCEL)
91.	<u>Listing of Retirees Current Addressees by State.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 44	77-13 (CANCEL)
92.	<u>Info Copies of Correspondence in Connection with Overseas Hospitalization Claims not Processed by PAB.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 50c	77-13 (CANCEL)

~~CONFIDENTIAL~~

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 40/40
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
93.	<u>Skills Bank Acquisitions Lists.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 65	77-13 (CANCEL)
94.	<u>Form 2715, Skills Bank Control Card.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 66c	77-13 (CANCEL)
95.	<u>Report of Interview File.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 69	7-13 (CANCEL)
96.	<u>Recruitment Card Control.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 73	77-13 (CANCEL)
97.	<u>Insurance Control Abstracts Files.</u>  File series discontinued. Files DESTROYED.	NC1-263- Item 85k	77-13 (CANCEL)

~~CONFIDENTIAL~~

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 USC § 3507 (Previously 50 U.S.C. § 403g, Section 6 of the Central Intelligence Agency Act of 1949), which protects from disclosure the “organization, functions, names, official titles” of the CIA and/or Exemption 6, personal privacy. You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>